



REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF FIRM	DATE: October 6, 2020
	REFERENCE: 2020/PROC/UNDP-MMR/PN/104

Dear Sir / Madam:

We kindly request you to submit your quotation for **Office building and premises rental for UNODC Myanmar** as detailed in the TOR (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 **October 21, 2020 5:00 PM Yangon time** and via email to the address below:

United Nations Development Programme
2020/PROC/UNDP-MMR/PN/104
bids.mm@undp.org

- For electronic submission, please send only the duly completed Quotation Documents with above-mentioned RFQ No. 2020/PROC/UNDP-MMR/PN/104 to bids.mm@undp.org (Please protect the Quotations with password and send the password within 24 hours after closing the deadline for submission;
- UNDP takes no responsibility for effective delivery of the electronic document.
- Please note, if your file was successfully sent to 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 for clarifications.

Quotations submitted by email must be limited to a maximum of 5MB, virus-free and no more than 3 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, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned works

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

Delivery Terms	Please see details in TOR
Customs clearance, if needed, shall be done by:	NA
Exact Address/es of Delivery Location	Taunggyi, please see details in TOR
Latest Expected Delivery Date and Time	January 1, 2021
Maximum expected duration of contract	For a period of five (3) years. Initial period of one year with yearly extension based on budget availability.
Delivery Schedule	Please see details in TOR
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
After-sales services required	NA
Deadline for the Submission of Quotation	October 21, 2020
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 (TOR); <input checked="" type="checkbox"/> List and value of similar service performed for the last 1 years, plus client's contact details who may be contacted for further information on those contracts. <input checked="" type="checkbox"/> Latest Business Registration Certificate <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Audited financial statements for the past one (1) year <input checked="" type="checkbox"/> Latest registration certificate of the offered space attesting the ownership of bidder over proposed premises <input checked="" type="checkbox"/> Scanned NRC/s of the space owner/s <input checked="" type="checkbox"/> Layout Plan and Photo of the building <input checked="" type="checkbox"/> Proof of ownership of the space or the general power to the official representative for leasing the spaces <input checked="" type="checkbox"/> The official letter on the agreement of maximum expected duration of the contract

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	NA
Payment Terms	Payment will be in MMK. Bidder is to provide terms of payment of rent.
Liquidated Damages	NA
Evaluation Criteria	<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 and only one supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Lease Agreement
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	NA
Annexes to this RFQ	<input checked="" type="checkbox"/> Terms of Reference (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)	Min Min Thein, Procurement Analyst (min.min.thein@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
6 October 2020

Terms of Reference (TOR)

Background Information and Rationale, Project Description

United Nations Office on Drugs and Crime (UNODC) and its predecessors, the United Nations Drug Control Programme (UNDCP) and the United Nations Fund for Drug Abuse Control (UNFDAC), have been active in Myanmar for more than 30 years. In line with UNODC mandates, and in close consultation with Myanmar government, development partners, civil society organizations and other UN agencies, Country Programme of UNODC Myanmar was developed in 2014 and responding to the challenges relating to drug, crime, corruption and criminal justice which Myanmar is facing.

The Alternative Development Programme of UNODC Myanmar at Taunggyi, Southern Shan State require an office space upon expiration of current lease agreement.

Therefore, UNODC Myanmar is requesting UNDP Myanmar to conduct end to end procurement process on behalf of UNODC for rent of office space for AD Programme of UNODC Myanmar in Taunggyi. Interested parties are invited to submit proposals to UNDP Myanmar as outlined in this TOR to provide office space for AD Programme of UNODC Myanmar in Taunggyi.

Specific Objective and Scope

UNDP Myanmar, on behalf of UNODC, is required to lease office space for AD Programme of UNODC Myanmar at Taunggyi, Southern Shan State. Interested bidders are requested to provide their proposal responding to the below requirements:

Overall requirement: With approx. office space of **2,100 square feet (approx. 195.20 square meters)** including common areas and space to accommodate approx. 10-15 UN personnel.

Important note: office building or premises offered shall be readily leasable by 1 January 2021.

Proposal received in response to this RFP will be used to:

- Assess the current real estate market situation in Taunggyi
- Assess and compare potential properties for suitability of the UN's use in Yangon
- Lease a property/building that meets the UN's requirement as per the evaluation criteria and due diligence process conducted by the UNDP Myanmar

All relevant documents submitted in response to this Request for Proposal must be in English language.

Detailed requirements:

For office building offered:

- Total office space - 2,100 sq ft, with natural lights, including sufficient space for meeting room, common areas, storage areas, staff kitchen, etc.
- Meeting room - one meeting room to accommodate at least 20-25 people.
- Toilets and showers - 2 WC and 2 Washbasins with 2 shower rooms for male and female.
- Greening or environment friendly aspects – preference will be given for options for use of environment friendly, e.g. use of solar power, generators emitting less carbon according to Global Standards, details on features of the building that will minimize electricity requirements, maximize efficiency of air conditioning, lighting arrangements, etc.
- Secondary power source such as backup generator is a strong asset.
- Fire safety assessment certification.
- Building earthquake assessment result.

For premises offered:

- The proposed building should have a proper premises fence, wall (preferred height is 300cm) and gate built of solid materials
- The gate opening must be at least 4.3m wide
- Premises wall should be topped up with razor wire, barbed wire or similar
- Premises should have adequate external lighting in place
- The gate should be provided of equivalent strength/protection as premises wall
- Facility for check point such as guard house is desirable
- Premises Fire safety assessment certification
- Parking - minimum 5 car and 15 motorbike slots inside the premises for official and UN personnel use
- Any other services offered as part of the lease proposal

Expected duration of the contract

- Period of lease - For a period of three (3) years. Initial period of one year with yearly extension based on budget availability.

Minimum eligibility criteria for the service provider/property owner (details can be found in the respective sessions of Bid Data sheet and Evaluation Criteria of the RFQ)

- Service provider/Property owner shall have a minimum 1 years of experience in providing relevant services to UN, diplomatic missions or other international organizations.
- Service provider/Property owner shall have a sound financial situation to provide the required services.
- Service provider/Property owner is expected to cooperate with UNODC on the provision of:
 - Quiet and secure Premises
 - Smoke-free Premises
 - Green Premises

Price and Schedule of Payments

- Payment schedule to be agreed with the selected vendor.

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	List and value of similar service performed for the last 1 years, plus client's contact details who may be contacted for further information on those contracts.	
3	Latest Business Registration Certificate	
4	Latest Internal Revenue Certificate / Tax Clearance;	
5	Audited financial statements for the past one (1) year	
6	Latest registration certificate of the offered space attesting the ownership of bidder over proposed premises	
7	Scanned NRC/s of the space owner/s	
8	Layout Plan and Photo of the building	
9	Proof of ownership of the space or the general power to the official representative for leasing the spaces	
10	The official letter on the agreement of maximum expected duration of the 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/103:

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

Lease area/space		Proposed Total Square foot	Price Per square foot Currency in MMK	Total Amount for Monthly lease Currency in MMK	Total Amount for 1 year (12 months) lease	Total Amount for 3 year (36 months) lease
1	Proposed lease amount per square foot for:					
	- Office space					
	- Office space with utilities and maintenance (electricity, water, gardening, maintenance, cleaning and garbage disposal)					
	- Common area (corridor, lobby, restrooms) if proposal is different than office space					
2	Any other services proposed that might be in the interest of the UNODC for example, cleaning services, etc.					
3	Any other amount the UNODC should consider					
Total Final and All-inclusive Price Quotation						

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>
Comply all the requirement as per TOR			
Validity of Quotation (120 days)			
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]

Name _____

Designation: _____

Company Name: _____

Date: _____